

Total Workforce Management Services (TWMS) Quick User Guide

Introduction to TWMS



TWMS Summary

Total Workforce Management Service (TWMS) is a web-based Government Off-the-Shelf application which gathers information from official programs of record (POR) such as DCPDS, NSIPS, TFMMS, STARS, DMO, and SAPHR. The design of the application is to combine all this data to allow the user to manage their TOTAL WORKFORCE. The total workforce includes data on Civilians (both APF and Foreign Nationals), Military, NAF, Contractors, and Non-Navy Personnel (as required). TWMS also includes data related to required and authorized billets. All of this is available via one easy-to-use web interface.

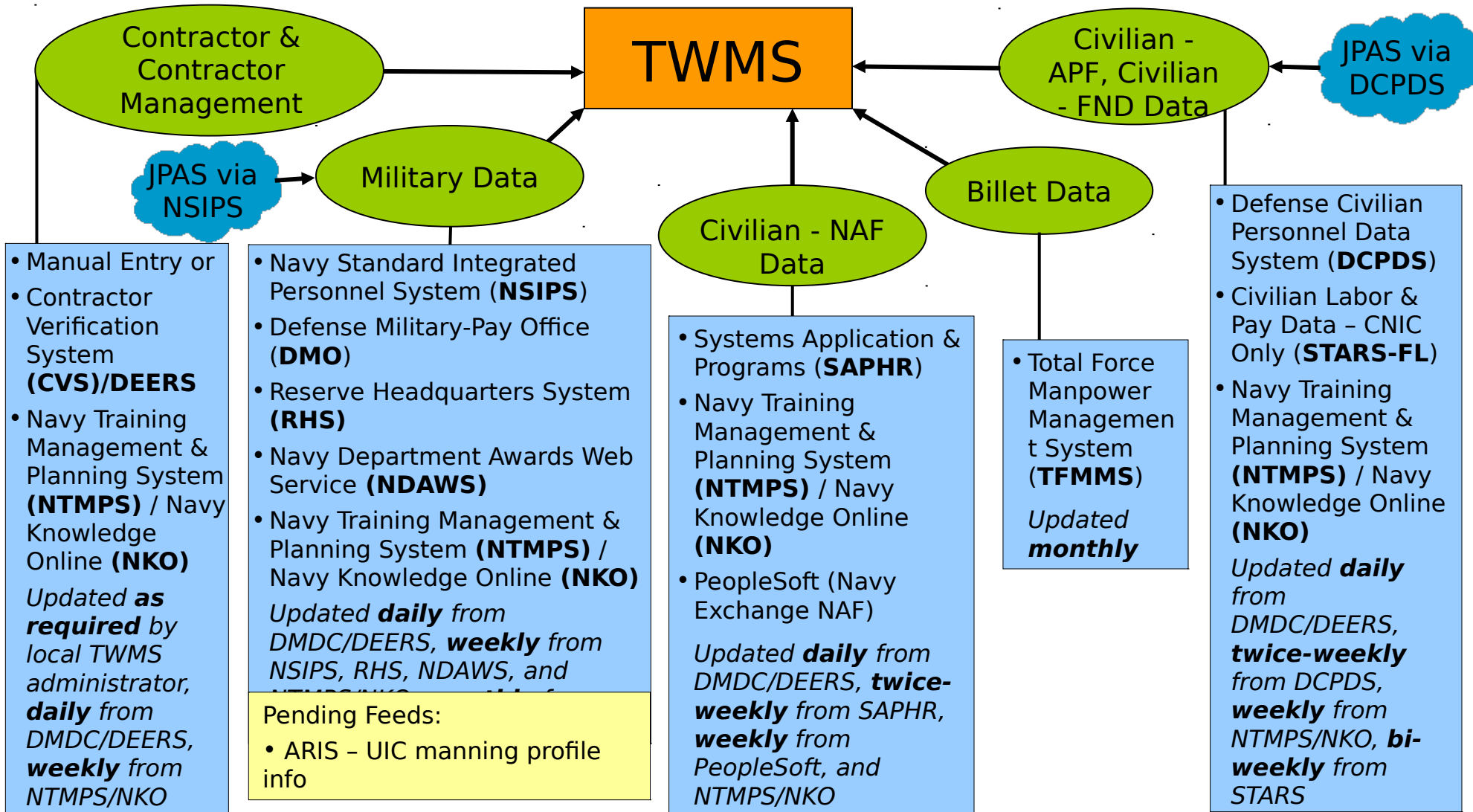
Among many other capabilities TWMS allows the user to:

- produce demographics, reports, and metrics
- track prospective gains and losses
- perform daily and emergency musters of personnel
- link personnel to billets
- track security clearance information
- assign required skills, training, and certifications to positions and identity employee deltas as well as track completed training

TWMS also allows each employee to view their own record via the self service tool, and allows them to update non POR information such as work phone, cell phone, and building number.

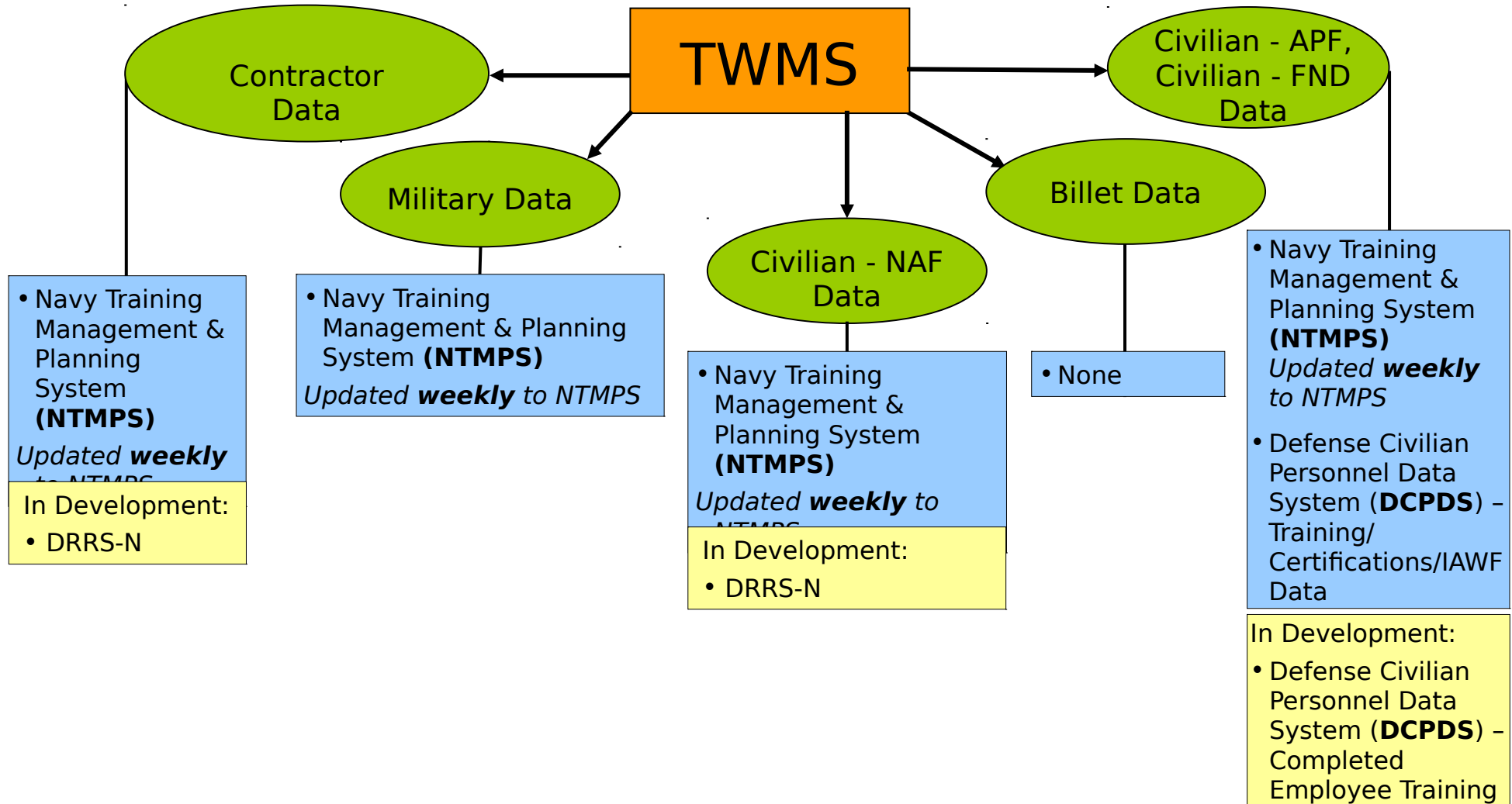
TWMS Data Sources

(INCOMING)



TWMS Data Sources

(OUTGOING)



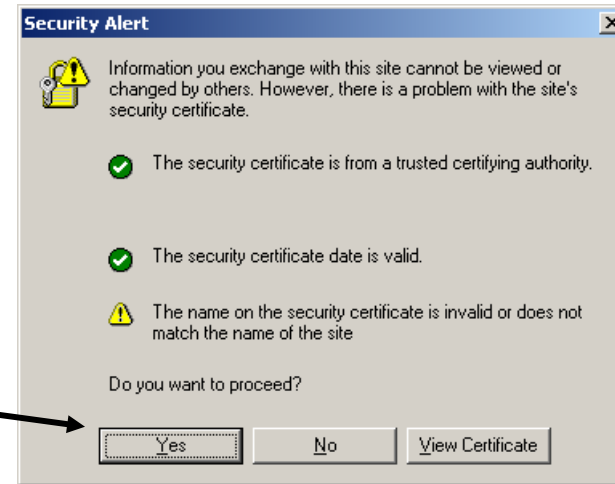
Applying for a TWMS Account

To apply for a TWMS account:

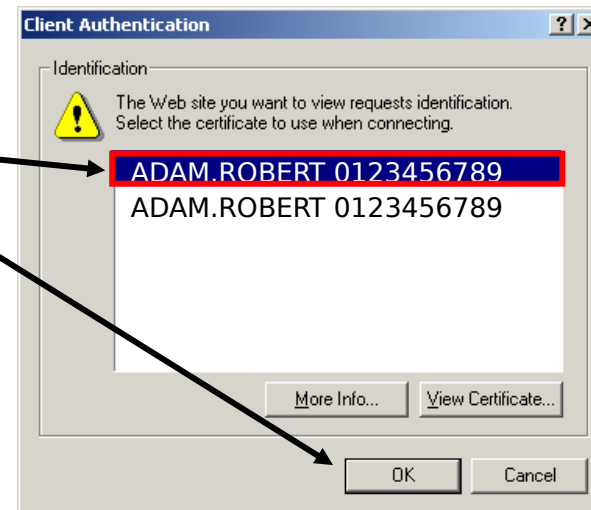
1. Make sure your Common Access Card (CAC) is inserted in its reader and then type the following URL in the address bar of your internet browser:

Address  <https://twms.nmci.navy.mil/login.asp>

2. Click **Yes** if you get this dialog box.



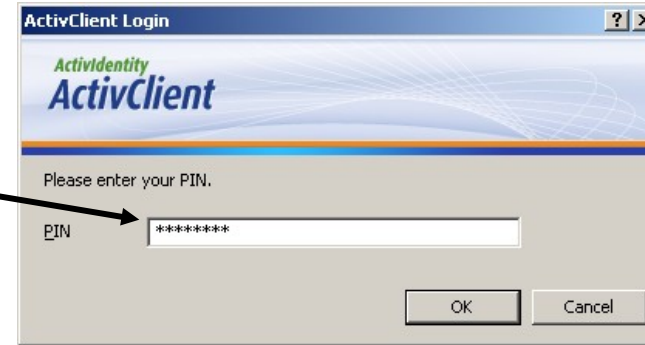
3. Select the ID certificate from your CAC and then click **OK**. (In most cases it does not matter which certificate you choose)



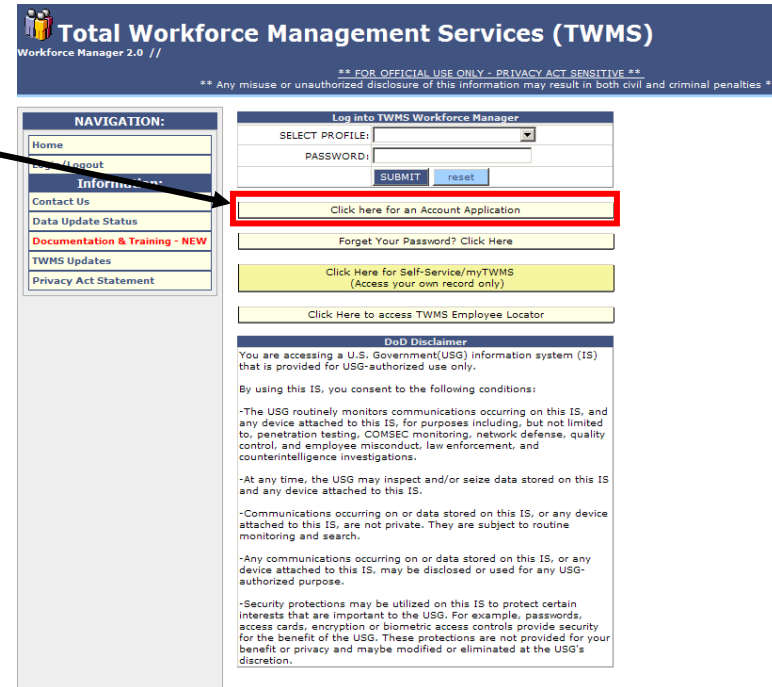
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Applying for a TWMS Account

4. If prompted, enter the PIN of your CAC and click **OK**.



5. Click the link labeled **Click here for an Account Application**.



Applying for a TWMS Account

6. Enter your last name, first name, and the last four digits of your SSN and then click **Find**. You must already have a record within the TWMS database in order to apply for an account.

Application for TWMS Account

Step 1: Find Your Record

Enter First Name, Last Name and last 4 of SSN then click the "Find" button. Once record(s) appear click on your current record.

Last Name First Name Last 4 of SSN

7. If your name is found in the TWMS database then it will appear here. Click the **Select** link next to your name to open the account application form. If your name is not found then please contact your local TWMS Administrator.

Application for TWMS Account

Step 1: Find Your Record

Enter Last Name, First Name and last 4 of SSN then click the "Find" button. Once record(s) appear click on the "Select" button of the row you wish to select.

Last Name First Name Last 4 of SSN

	Last Name	First Name	Employee Type
Select	ADAM	ROBERT	MA

8. If you have not completed the required DoD Personally Identifiable Information (PII) training then you must complete it before initiating your TWMS account application.

Application for TWMS Account

Before you can apply for a TWMS account, you must first complete the mandatory DOD Personally Identifiable Information (PII) training. You may complete the training in TWMS self service or via NKO. To take the training via TWMS self service, go to: <https://MyTWMS.nmci.navy.mil/>, then click on the "Online Training & Notices" button.

Applying for a TWMS Account

Many of the fields will be pre-populated with information based upon your TWMS record.

9. Enter and/or correct all required fields.

Note: You will need to submit a separate application for each Access Level you may need.

10. After choosing the Access Level you are requesting select from the available modules that you may also require.

11. Create your TWMS password.

12. Click the **Submit Application** button. Your application will be sent to both your TWMS approver and to the CNIC Government Enterprise Help Desk.

The screenshot shows the 'Application for TWMS Account' form. It is titled 'Step 2: Complete Form' and includes instructions to complete all required fields. The form contains several sections: a top section for personal and contact information (First Name, Last Name, Email Address, Work Phone, Command Code, Current Org Code, Supervisor's Name and Phone, Access Level), a middle section for module selection (checkboxes for various TWMS modules), and a bottom section for password creation. Arrows from the numbered steps point to specific parts of the form: Step 9 points to the personal information fields; Step 10 points to the module selection checkboxes; Step 11 points to the password creation fields; and Step 12 points to the 'Submit Application' button.

Application for TWMS Account
Use this form to apply for a login account to the Total Workforce Management Services (TWMS) module website.

Step 2: Complete Form
Complete all required (*) fields below. Click the "Submit Application" button when ready to submit.

*First Name: ROBERT
*Last Name: ADAM
*Email Address: robert.adam@navy.mil
*Work Phone: (619) 478-2563
*Command Code you are currently assigned to: DEMO1 - COMMANDER, NAVY APPLICATION DEMO COMMANDER
*Your Current Assigned org code: [Empty]
*Supervisor's Full Name: [Empty] **Select**
*Supervisor's Telephone Number: [Empty]
*Which Access Level are you requesting? [Empty] **Details**
*Enter UIC(s) and Org Code(s) that you are requesting access to: [Empty]

Example 1: 00052 - * = all org codes within UIC 00052
Example 2: 00242 - N1, 00245 - N62130M = all org codes beginning with N1 in UIC 00242 and only one org code (N62130M) within UIC 00245

Which of the following modules are you also requesting?

☐ Muster Coordinator? UIC(s) [Empty] Org Code(s) [Empty]
☐ Muster Certifier? UIC(s) [Empty]
☐ RPA Tracker Access:
☐ Link Employees to Billets?
☐ ROLES/CBCA View
☐ ROLES/CBCA Member Mgmt
Do you need Access to view SSN? [No] **No**
☐ MD715 Access
☐ Awards Admin
☐ Training Requirements Mgmt
☐ Document Uploading
☐ SF-182 Functions

Create Password
Enter Password: [Empty] Re-Enter: [Empty] **Submit Application**
--> Passwords must be between 8-15 characters, be a combination of letters and numbers, contain upper and lower case and contain at least 1 special character

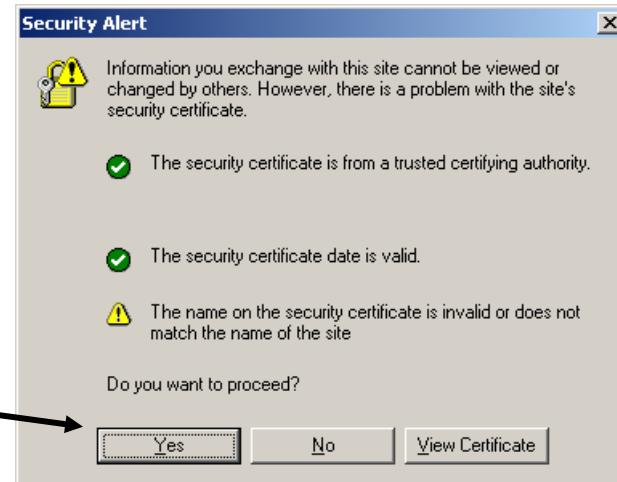
Logging on to TWMS

To Log on to TWMS:

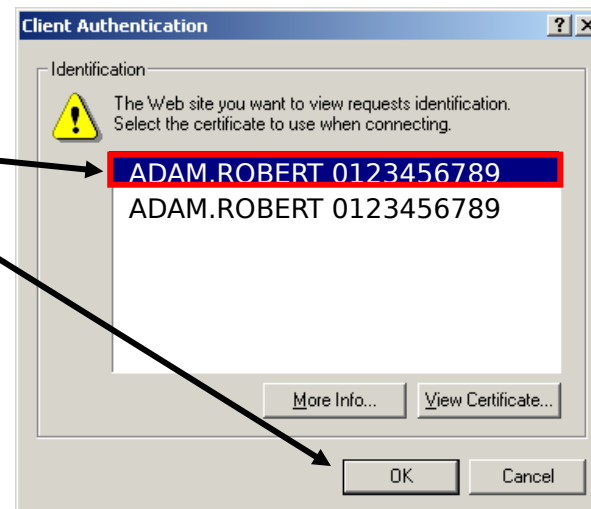
1. Make sure your Common Access Card (CAC) is inserted in its reader and then type the following URL in the address bar of your internet browser:

Address  <https://twms.nmci.navy.mil/login.asp>

2. Click **Yes** if you get this dialog box.



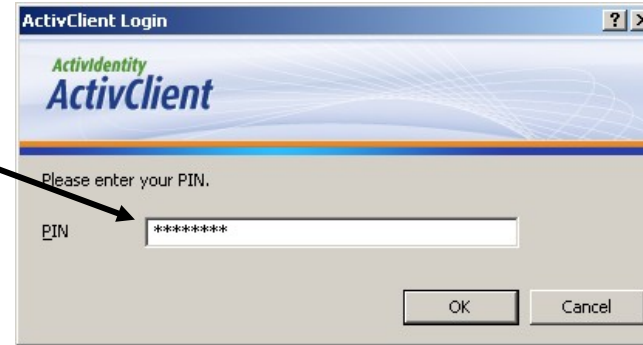
3. Select the ID certificate from your CAC and then click **OK**. (In most cases it does not matter which certificate you choose)



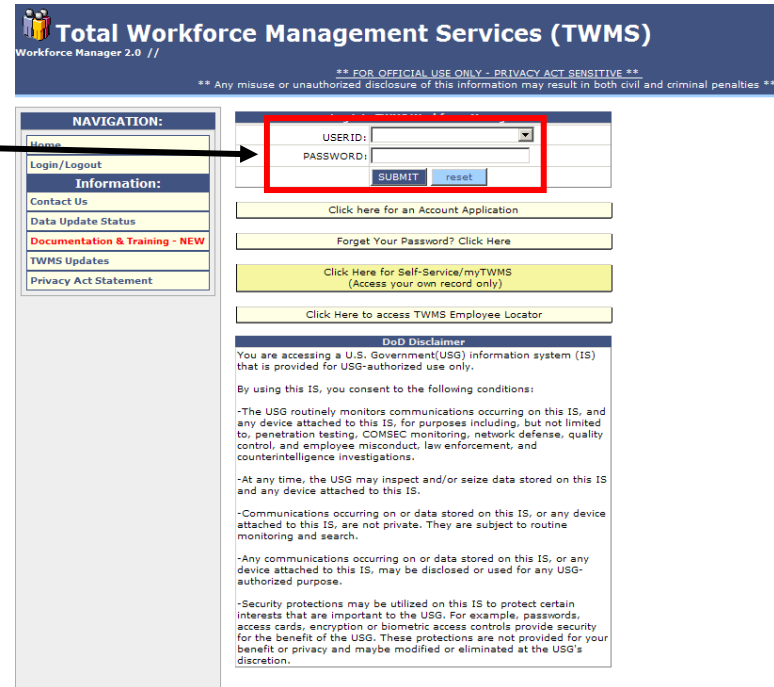
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Logging on to TWMS

4. If prompted, enter the PIN of your CAC and click **OK**.



5. Enter your Userid (if required) and/or password and then click **Submit** or press “Enter” on your keyboard.



Note: If you have more than one TWMS profile you will also need to choose which profile you would like to log on to in addition to a password.

TWMS Home Screen

The Home screen is displayed below. On left side of the screen are the Navigation, Information, and Actions Menus each containing several buttons. Each button allows you access to various TWMS forms and modules and are available to you based upon your access level. The default display for the right side of the screen is the alphabetical listing of records by last name of the active, on-board employees you have access to. This display will change as you filter, search, and sort these records.

Filters/Search/Sort

Using the drop down arrows and/or entering data here will return only those records

Navigation Menu
Information Menu
Actions Menu

The buttons shown here may be different than the ones you have access to.

Totals for each employee type are shown here. These totals will change to reflect what records you choose to display.

Total Workforce Management Services (TWMS)
 ** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE **
 ** Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties **

NAVIGATION:
 Home
 Login/Logout
Information:
 Contact Us
 Data Update Status
 Documentation & Training - NEW
 TWMS Updates
 Privacy Act Statement
ACTIONS:
 Add/Gain an Employee
 Ad-Hoc Reporter
 Dashboard View
 Employee Locator
 IATP Administration
 Manage Billets
 Manage CBCA Roles
 Manage Non-Navy Personnel
 Muster Employees
 Query
 Report Services
 Reports (Legacy)
 Tools/Functions
 View/Update your Profile

Record Status: Active-On Board **Employee Type:** All Types **Last Name:** **First Name:** **UIC/ORG:** Assigned **UIC:** **ORG:** **Sort Order:** Name **Find** **Reset** **Advanced Search**

EMPLOYEE NAME	Assigned UIC	Assigned ORG	TITLE	BIN	BSC	EMPLOYEE TYPE
BANVILLE, JOHN	DEMO1	N62	SYSTEM TECH			CONTRACTOR
BOYLE, ROBERT	DEMO2	N62	EDUCATION SPECIALIST			CIVILIAN-NAF
BRAID, JAMES	DEMO1	N64	INFO SYS TECH			ACTIVE DUTY
BRUCE, JAMES	DEMO1	N41	DATABASE ADMINISTRATOR			ACTIVE DUTY
BURKE, EDWARD	DEMO1	N51	DATABASE ADMINISTRATOR			CIVILIAN-NAF
CARR, MARINA	DEMO1	N5	BUSINESS ANALYST			CONTRACTOR
CARSON, WILLIE	DEMO1	N62	INFO SYS TECH			ACTIVE DUTY
CAYCE, EDGAR	DEMO1	N6	MANAGEMENT ANALYST	DEMO002	80011	CIVILIAN-APP
CLIFTON, HARRY	DEMO1	N6	SYSTEMS MANAGEMENT SPECIALIST			CONTRACTOR
COLLINS, MICHAEL	DEMO1	N61	COMPUTER TECHNICIAN			CIVILIAN-NAF
CONNOLLY, SEAN	DEMO1	N3AT	SECURITY			ACTIVE DUTY
CONNOLLY, JAMES	DEMO1	N6	COMPUTER REPAIR SPECIALIST			CIVILIAN-NAF
de NOSTRADAMUS, MICHEL	DEMO1	N63	SOFTWARE ENGINEER			CIVILIAN-APP
DEVOY, ERNEST	DEMO2	N6	COMPUTER TECHNICIAN			CIVILIAN-NAF
DOE II, JOHN	DEMO1	N64	EDUCATION TECHNICIAN			CONTRACTOR
DOUGLAS, DAVID	DEMO1	N64	EDUCATION TECHNICIAN			ACTIVE DUTY
DRACOLYA, VLAD J	DEMO1	N64	DATABASE PROGRAMMER			CIVILIAN-APP
EMELIANENKO, FEDOR	DEMO1	N4	LAN ADMIN			ACTIVE DUTY
FOXHOUND, SID	DEMO1	N9	FOOD TASTER			CONTRACTOR
GERMANICUS, GAIUS CAESAR AUGUSTUS	DEMO1	N4	COMPUTER TECHNICIAN	DEMO104	20410	CIVILIAN-APP
GERMANICUS, TIBERIUS C	DEMO1	N72	EDUCATION TECHNICIAN	DEMO107	11110	CONTRACTOR
GRACIE, RICKSON	DEMO1	N3	Hand to Hand Combat Instructor			ACTIVE DUTY
GUEVARA, ERNESTO C	DEMO1	N3	BUDDHIST PRIEST			ACTIVE DUTY
GYATSO, TENZIN	DEMO1	N6	DATABASE SPECIALIST			CONTRACTOR
HAYES, CATHERINE	DEMO1	N62	GHOST WRITER			CIVILIAN-NAF
JAMES, JOYCE	DEMO1	N62	GHOST WRITER			CONTRACTOR
JOLY, JOHN	DEMO2	NXX	COMPUTER REPAIR SPECIAIST			CIVILIAN-NAF
KAPKA, FRANZ	DEMO1	NXX	JOURNALIST			ACTIVE DUTY
MARTIN, JULIA	DEMO1	N6	TELECOMMUNICATIONS SPECIALIST			CONTRACTOR
MERRIK, JOSEPH	DEMO1	N41	WEBMASTER			CIVILIAN-APP
MOON, SUN MYUNG	DEMO1	N41	SUPV INFO TECHNOLOGY SPEC (PLCY/PLN)			CIVILIAN-APP
NEWMAN, ALFRED E	DEMO1	N64	COMPUTER ASSOCIATE			ACTIVE DUTY
NORMAN, RUTH URIEL	DEMO1	N142	COMPUTER ASSOCIATE			CIVILIAN-APP
PITCHASER, BABE	DEMO1	N63C	SUPERVISOR			CONTRACTOR
REDMOND, JOHN	DEMO1	NXX	SUPERVISOR			CIVILIAN-NAF
ROBINSON, MARY	DEMO2	NXX	DATABASE ADMINISTRATOR			CIVILIAN-NAF
ROBINSON, MARY	DEMO2	NXX	DATABASE ADMINISTRATOR			ACTIVE DUTY

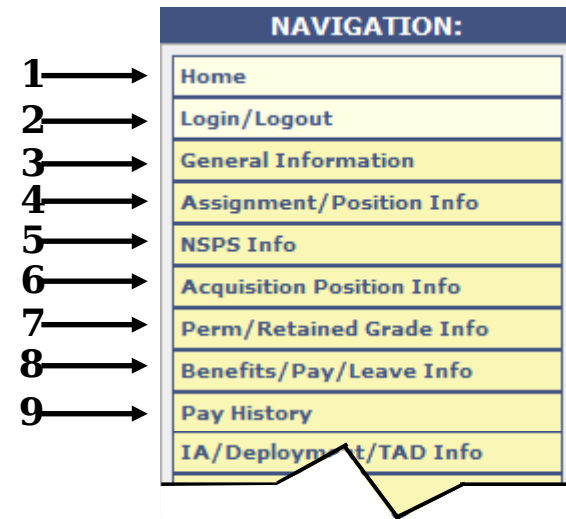
TOTALS: CIV-APP: 12 · CIV-FND: 0 · CIV-FNI: 0 · CIV-NAF: 11 · Military Active: 14 · Military Reserve: 0 · Contractor: 18
 Check-In Required Check-Out Required Overdue Gain/Loss

Advanced Search
Click here to expand the view displaying additional fields that you can search upon.

Navigation Menu

To help you become familiar with the Navigation Menu of TWMS, the numbers below correspond to a brief description of what each button will display. Your user access level determines which buttons you have access to.

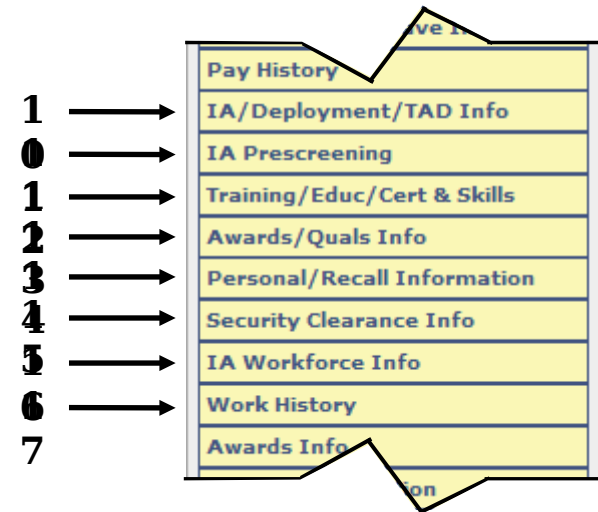
1. *Home* - Will return you to the Home Screen.
2. *Login/Logout* - Allows you to begin or end your TWMS session.
3. *General Information* - Displays basic information about the selected employee.
4. *Assignment/Position Information* - Displays information related to the position of the employee.
5. *NSPS Info* - Displays NSPS data for selected employee. For Civilian APF/FND and NAF employees.
6. *Acquisition Position Info* - Displays acquisition information related to the employee's position such as warrants, training, etc.
7. *Perm/Retained Grade Info* - Displays the relevant information for employees who are on a temporary promotion or detail and also for employees who are in a retained grade.
8. *Benefits/Pay/Leave Info* - Displays the benefits, pay, and leave information of the selected employee as well as VSIP, severance pay amounts, and projected retirement dates.



Navigation Menu

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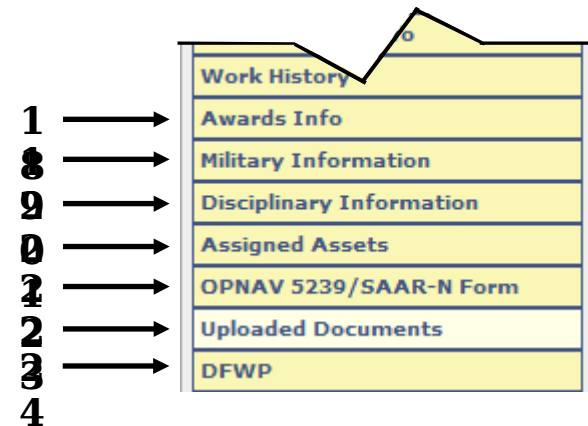
10. *IA/Deployment/TAD Info* - Displays IA, Deployment and TAD information for military employees.
11. *IA Prescreening* - Allows the user to view the Deployment Eligibility Questionnaire for each military personnel.
12. *Training/Educ/Cert & Skills* - Displays the training, education, certifications and skills of the selected employee.
13. *Awards/Quals Info* - Displays the awards and qualifications for the selected employee. For military employees only.
14. *Personal/Recall Information* - Displays the selected employee's home address, emergency contact information, etc.
15. *Security Clearance Info* - Displays the clearance information of the selected employee.
16. *IA Workforce Info* - Displays information related for those employees required to have the appropriate Information Assurance (IA) certifications including IA Level, certification type, certification date, etc.
17. *Work History* - Displays the SF-50's of the selected



Navigation Menu

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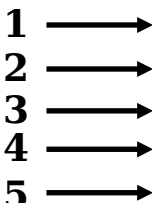
- 18. *Awards Info* - Displays the awards and performance ratings received for the selected employee. For Civilian APF employees only.
- 19. *Military Information* - Displays any past military experience of the selected employee. For Civilian APF employees only.
- 20. *Disciplinary Information* - Displays any disciplinary information about the selected employee. For Civilian APF employees only.
- 21. *Assigned Assets* - Allows government-issued assets (keys, cell phones, etc.) to be entered and tracked. For all employee types.
- 22. *OPNAV 5239/SAAR-N Form* - Allows for the generation of this form for signature approval.
- 23. *Uploaded Documents* - Allows for uploading and managing of specific employee-related documents such as privileged user agreements and SAAR-N forms.
- 24. *DFWP* - Displays Drug Free Workplace Policy information about the selected employee such as drug



Information Menu

To help you become familiar with the Information Menu of TWMS, the numbers below correspond to a brief description of what each button will display. All access levels will display these buttons.

1. *Contact Us* – Will display a form for you to complete if you have any questions about TWMS, suggestions for updates, password reminders, etc.
2. *Data Update Status* – Will display the most recent updates to TWMS. See next page.
3. *Documentation & Training* – Displays the latest TWMS reference and support documents as well as the Quick User Guides.
4. *TWMS Updates* – Displays recent updates, corrections, enhancements, and known issues related to TWMS.
5. *Privacy Act Statement* – Displays the Privacy Act Statement as it relates to TWMS.



Information:	
1	Contact Us
2	Data Update Status
3	Documentation & Training - NEW
4	TWMS Updates
5	Privacy Act Statement

Data Update Status

Shown here is the information you will see when you click the **Data Update Status** button on the Information Menu. The screen is organized so you can see the latest data updates available for each employee type as well as for manpower/billet information.

CURRENT DATA UPDATE STATUS

Civilian - APF / Foreign National(Direct) Data

Data Sources: Defense Civilian Personnel Data System (DCPDS), STARS-FL, and NTMPS

Update Schedule: DCPDS data is updated twice weekly, on Tuesday and Thursday nights. NTMPS data is updated weekly on Friday nights. STARS-FL data is updated the Friday after the end of the civilian pay period.

DCPDS Employee Information:	11/4/2010	DCPDS Awards & Performance Info:	11/4/2010
DCPDS Training Information:	11/4/2010	NTMPS Training Information:	11/1/2010
DCPDS Education Information:	11/4/2010	DCPDS DAWIA Information:	11/4/2010
DCPDS Work History/SF-50 Information:	11/4/2010	DCPDS Discipline Information:	11/4/2010
(CNIC ONLY) STARS-FL Payroll Information as of PPE:	2/23/2010	DCPDS Leave Information as of PPE:	10/23/2010

Civilian - NAF Data

Data Source: SAP-HR (CNIC), PeopleSoft (NEXCOM), and NTMPS

Update Schedule: SAP-HR (CNIC) data is updated twice weekly, on Wednesday and Friday nights. NTMPS data is updated weekly on Friday nights. Peoplesoft (NEXCOM) data is updated weekly on Wednesday nights.

SAP-HR (CNIC/NAVFAC) Information:	11/5/2010	PeopleSoft (NAVSUP NEXCOM) Information:	11/5/2010
NTMPS Training Information:	11/1/2010		

Civilian - Contractor Data

Data Source: Contractor Verification System (CVS) and NTMPS

Update schedule: CVS/DEERS data data is updated daily, NTMPS data is updated weekly on Friday nights.

CVS Information:	11/5/2010	NTMPS Training Information:	11/1/2010
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Military - Active Duty & Reservist

Data Sources: NSIPS, RHS, NTMPS, ARIS, DMO and NDAWS

Update Schedule: NSIPS data is updated weekly, normally on Tuesdays. NTMPS data is updated weekly on Friday nights. NDAWS and RHS data is updated weekly on Mondays. DMO is updated on or about the 1st of each month. ARIS data is currently not being provided.

NSIPS Active Duty Information:	11/4/2010	RHS Reservist Information:	10/28/2010
NSIPS Active Duty Projected Gain/Loss Info:	11/4/2010		
NTMPS Training Information:	11/1/2010	ARIS "A" Information:	(Awaiting new download)
DMO Leave Information:	9/16/2010	NDAWS Awards Information:	11/6/2010

Manpower/Billets Information

Data Source: TMMCA (TFMMS)

Update Schedule: TMMCA data is updated monthly when the TMMCA disk is released by NAVMAC.

Activity data was last uploaded from TMMCA disk dated:	10/26/2010
Billet data was last uploaded from TMMCA disk dated:	10/26/2010

Reverse Data Feeds

TWMS Training Data is provided weekly to the NTMPS Program Mgmt Office and was last provided on:	11/6/2010
TWMS data to CNIC iShore/Gateway/Facts is provided nightly.	

Actions Menu

To help you become familiar with the Actions Menu of TWMS, the numbers below correspond to a brief description of what each button will display. Your TWMS access level and/or approval of a requested module will determine the buttons that will display for you.

1. *Add/Gain an Employee* - Allows you to easily add a skeleton record for any type of employee.
2. *Ad-Hoc Reporter* - Allows you to build your own reports using many of the existing fields in TWMS.
3. *Dashboard View* - Allows you to view the aggregate of your data in both graphical and table formats.
4. *Employee Locator* - Allows you to easily locate and view limited information about any employee who has a record in TWMS.
5. *HRO Tools* - Allows access to specialized tools such as calculators and queries. For HRO and HRSC user access levels only.
6. *IATP Administration* - Allows you to manage and edit leave information for employees who are traveling
7. *Manage Billets* - Allows you to easily view billet information for any employee type and see who is linked to a particular billet. Also allows you to maintain non-TEFMS billet data.

ACTIONS:	
1 →	Add/Gain an Employee
2 →	Ad-Hoc Reporter
3 →	Dashboard View
4 →	Employee Locator
5 →	HRO Tools
6 →	IATP Administration
7 →	Manage Billets
	Manage CBCA Roles
	Manage Non-Navy Personnel
	MILPERS Records Admin
	Muster Employees
	Query
	Report Services
	Reports (Legacy)
	System Administration
	Tools/Functions
	View/Update your Profile

Actions Menu

To help you become familiar with the Actions Menu of TWMS, the numbers below correspond to a brief description of what each button will display. Your TWMS access level and/or approval of a requested module will determine the buttons that will display for you.

8. *Manage CBCA Roles* - Allows you to view roles, allocate roles to UICs, and assign roles to personnel.
9. *Manage Non-Navy Personnel* - Allows you to view information related to non-navy personnel. Non-navy personnel are included in TWMS for mustering purposes.
10. *MILPERS Records Admin* - Allows you to administer and track the check-in and check-out processes of personnel jackets/records for military personnel. Available to Personnel Support Detachment (PSD) employees.
11. *Muster Employees* - Allows you to muster by org code and/or certify the muster by UIC.
12. *Query* - No longer available, replaced by the Ad-Hoc Reporter.
13. *Report Services* - Access to reports that have been converted to Microsoft's Reporting Services software will be displayed here and removed from the "Reports"

8 →
9 →
1 →
01 →
12 →
1 →
3

ACTIONS:
Add/Gain an Employee
Ad-Hoc Reporter
Dashboard View
Employee Locator
HRO Tools
IATP Administration
Manage Billets
Manage CBCA Roles
Manage Non-Navy Personnel
MILPERS Records Admin
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Actions Menu

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14. *Reports (Legacy)* - Access to reports that have not yet been converted to Microsoft's Reporting Services software will be displayed here.

15. *System Administration* - Enables access to manage accounts, UIC's, etc. For System Administration user access level only.

16. *Tools/Functions* - Displays a list of available tools and functions available to you based upon your access level and account attributes.

17. *View/Update Your Profile* - Allows you access to your own record for updates and/or corrections, and to change your password.

14 →
15 →
16 →
17 →

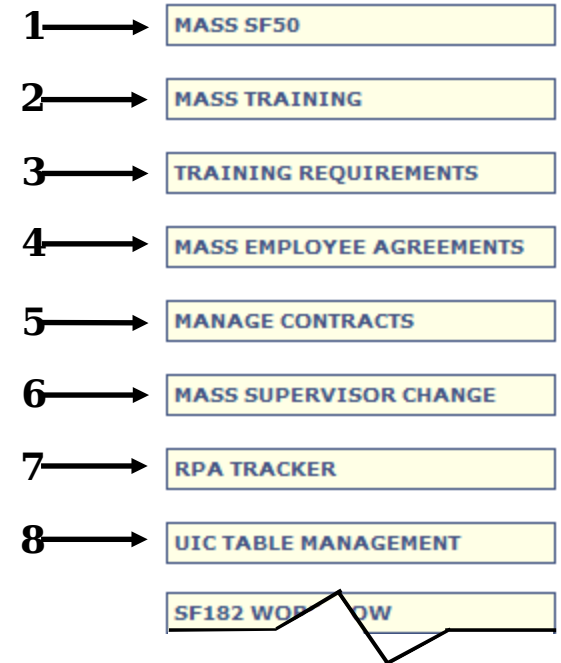
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System Administration
Tools/Functions
View/Update your Profile

Tools & Functions

The Tools & Functions of TWMS allow you to perform many administrative tasks. The numbers below correspond to a brief description of each item. Your TWMS access level and/or approval of a requested module will determine the items that will display for you.

1. *Mass SF-50* - Allows you to view and print SF-50's for all or a select group of employees you have access to.
2. *Mass Training* - Allows you to associate the same training class to several employees at once.
3. *Training Requirements* - Allows you to establish a training requirement for a group of employees.
4. *Mass Employee Agreements* - Allows you to apply a required agreement to several employees at once.
5. *Manage Contracts* - Allows you to enter and manage information regarding personnel contracts affecting contractor employees.
6. *Mass Supervisor Change* - Allows you to change a supervisor for several employees at once.
7. *RPA Tracker* - Allows you to manually enter relevant RPA data for tracking purposes.
8. *UIC Table Management* - Allows you to manage and administer UIC data.

TOOLS & FUNCTIONS



Tools & Functions

The Tools & Functions of TWMS allow you to perform many administrative tasks. The numbers below correspond to a brief description of each item. Your TWMS access level and/or approval of a requested module will determine the items that will display for you.

9. *SF-182 Workflow* - Allows you to initiate an electronic SF-182 form for routing and approval via electronic signatures.
10. *NSPS Pay-Setting Workflow* - Allows you to initiate an electronic NSPS Worksheet for routing and approval via electronic signatures.
11. *FECA Tracker* - Allows you access to create and manage FECA worksheets.
12. *Manage CBCA Data* - Allows you to create and edit CBCA core data.
13. *Manage CNI Crosswalk* - Allows you to manage CNI's org codes. For NV52 users only.
14. *Manage NAF Crosswalk* - Allows you to map NAF cost codes to CNI's standard org codes.
15. *Civilian-FNI SSAN Change* - Allows you to change the SSAN of FNI (Foreign National Indirect) employees as they change jobs.

